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SENIOR INTERAGENCY GROUP (INTELLIGENCE)
INTERAGENCY GROUP/COUNTERMEASURES (POLICY)
WASHINGTON, D.C. 20505

DCI/ICS-86-0975
16 December 1986

MEMORANDUM FOR: IG/CM(P) Members

FROM:


Executive Secretary

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SUBJECT: Information and Personnel Committee Charters

Attached for your information and records are copies of the Information Security Committee and the Personnel Security Committee charters. Attached to the Personnel Security Committee charter is a copy of its Security Awareness and Education Subcommittee charter.

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Attachments:
a/s



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SENIOR INTERAGENCY GROUP (INTELLIGENCE)
INTERAGENCY GROUP/COUNTERMEASURES (POLICY)
WASHINGTON, D.C. 20505

CHARTER FOR INTERAGENCY GROUP/COUNTERMEASURES (POLICY) (IG/CM(P))

INFORMATION SECURITY COMMITTEE (ISCOM)

Pursuant to the provisions of the Senior Interagency Group-Intelligence (SIG-I) Directive 2, the ISCOM is herewith established under the IG/CM(P).

1. MISSION

The ISCOM will advise and assist the IG/CM(P) on all information security matters under the cognizance of the IG/CM(P) in its support of the SIG-I by developing, coordinating, and proposing the implementation of common-concern programs, standards and policies for the protection and accountability of classified or other information within the purview of the SIG-I. The ISCOM will ensure coordination with appropriate committees and elements of the SIG-I structure and other U.S. Government agencies, departments and official entities on matters of mutual interest, and will ensure its actions are consistent with the provisions of Executive Order 12356, "National Security Information" regarding the functions of the Information Security Oversight Office.

2. FUNCTIONS

Under the general guidance of the IG/CM(P), the ISCOM will:

- a. Advise and assist the IG/CM(P) on all information security issues.
- b. Review, develop, coordinate and propose uniform security policies, standards and procedures regarding the needs of the U.S. Government to protect classified and other information within the purview of the SIG-I.
- c. Facilitate the formulation, development and application of common standards, where feasible.
- d. Develop and recommend interagency classification guidance for common interest subject matter areas.
- e. Provide evaluations and recommendations concerning proposed legislation and Congressional inquiries that relate to the security of information within the purview of the SIG-I.
- d. Evaluate emerging technologies which offer improved protection and increased efficiency.

3. RESPONSIBILITIES

- a. ISCOM member agencies will furnish and the ISCOM will collect data for use in reports and research requested by the SIG-I or the IG/CM(P).
- b. The ISCOM will honor the need-to-know restrictions of agencies which furnish sensitive information in support of any of the ISCOM functions. To

this end, the ISCOM structure will accommodate executive sessions, limited disseminations, sanitization or any other mechanisms which allow the sensitive information to be used without jeopardizing sensitive programs.

4. COMPOSITION AND ORGANIZATION

a. The ISCOM Chairman will be designated by the IG/CM(P) Chairman, subject to the concurrence of the Chairman, SIG-I, for a term of three years, based on recommendations from member agencies. Should a vacancy occur, the IG/CM(P) Chairman will call for new recommendations from member agencies. The Committee Chairman must be a senior line manager from an agency with a significant equity involvement in information security.

b. ISCOM representatives will also be senior line managers.

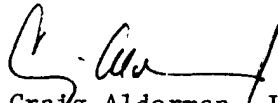
c. The ISCOM will consist of one representative of each of the following: the Director, Central Intelligence Agency; the Assistant to the President for National Security Affairs; the Deputy Secretary of State; the Deputy Secretary of Defense; the Chairman, Joint Chiefs of Staff; the Attorney General, Department of Justice; the Director, Federal Bureau of Investigation, Department of Justice; the Director, National Security Agency; the Director, Defense Intelligence Agency; Department of the Army; Department of the Navy; Department of the Air Force; U.S. Marine Corps; Department of Commerce; Department of Energy; and the Department of the Treasury. The Director, Information Security Oversight Office will be an observer and may participate in the deliberations of the ISCOM. A representative of the Community Counterintelligence and Security Countermeasures Staff of the Intelligence Community Staff (CCISCMS/ICS) also will be an observer and may participate in ISCOM deliberations.

d. Representatives of other departments, agencies, and committees with responsibility for security programs relevant to the ISCOM will be invited to attend designated meetings by the Chairman, IG/CM(P) or the ISCOM Chairman, and subject to need-to-know caveats imposed by any members providing sensitive input to such meetings.

e. The Chairman, ISCOM, may establish subcommittees and other subordinate groups as required.

f. The ISCOM Chairman shall select his own Secretariat.

g. The CCISCMS/ICS observer, as appropriate, will provide support to the ISCOM Executive Secretariat.


Craig Alderman, Jr.
Chairman

2 Dec 86

(Date)

CHARTER

Personnel Security Committee

Interagency Group/Countermeasures (Policy)

Pursuant to the provisions of Senior Interagency Group-Intelligence [SIG-I] Directive #2, a Personnel Security Committee (PSC) is established under the Interagency Group/Countermeasures (Policy) [IG/CM(P)].

1. MISSION

a. The PSC will conduct its activities under the general guidance and direction of the IG/CM(P). The PSC has no policymaking authority or responsibility but is to serve as a forum for the interagency exchange of information related to personnel security and security education/awareness. As a mechanism to strengthen security government-wide, the PSC's primary goals are to enhance personnel security and security education/awareness, to provide information and guidance to policy makers, to foster consistently effective programs across all agencies, and to help reduce duplication of effort.

b. As the need arises, the PSC may undertake services of common concern, collect pertinent information, conduct surveys, or other such activities with the consent of affected agencies and without infringement upon the authorities and responsibilities of other government entities. Recognizing the statutory responsibilities of the DCI, PSC actions regarding SCI and/or intelligence sources and methods will be limited to those specifically requested or authorized by the DCI or designee. The PSC will ensure that its activities are coordinated with appropriate committees and elements of the SIG-I structure and other U.S. Government agencies, departments and official entities on matters of mutual interest.

2. FUNCTIONS

Under the general guidance of the IG/CM(P) and subject to the provisions of Section 1. above, the PSC will:

a. Advise and assist the IG/CM(P) on personnel security and security education issues.

- b. Recommend and/or evaluate standards, criteria, and/or guidelines.
- c. Recommend/Develop/Sponsor, as appropriate, training and professionalism programs for personnel security officers and those involved in security education.
- d. Sponsor or coordinate specialized studies, research, and reports on matters of common concern.

3. RESPONSIBILITIES

- a. PSC member agencies will furnish to the PSC, to the extent practicable or as deemed appropriate by the agency concerned, data as needed for use in reports and research.
- b. The PSC will honor the need-to-know restrictions of member agencies which furnish sensitive information in support of any of the PSC functions. To this end, the PSC structure will accommodate executive sessions, limited disseminations, sanitization or any other mechanisms which allow the sensitive information to be used without jeopardizing sensitive programs.

4. COMPOSITION AND ORGANIZATION


- a. The PSC Chairman will be appointed by the IG/CM(P) Chairman, subject to the concurrence of the Chairman, SIG-I, for a term of three years, based on nominations from member agencies. Should a vacancy occur, the IG/CM(P) Chairman will call for new nominations from member agencies. The Committee Chairman must be a senior line manager from an agency with a significant equity involvement in PSC functions.
- b. PSC members will also be senior line managers.
- c. The PSC will consist of one representative of each of the following: Air Force; Army; Attorney General; CIA; Deputy Secretary of Defense; Director, Defense Intelligence Agency; Department of Energy; Director, FBI; Chairman, Joint Chiefs of Staff; Department of Justice; Marine Corps; Assistant to the President for National Security Affairs; Director, National Security Agency; Navy; Office of Personnel Management; Deputy Secretary of State; Department of the Treasury.

d. On request of other departments, agencies, and committees with responsibility for security programs, or as deemed appropriate by the Chairman, IG/CM(P) or the PSC Chairman, representatives of such other organizations will be invited to attend designated PSC meetings, subject to need-to-know caveats imposed by any members providing sensitive input to the meeting.

e. The Chairman, PSC, may establish subcommittees and other subordinate groups, as required.

f. The PSC will be supported by an Executive Secretariat and the CCISCMS.

APPROVED:



Craig Alderman, Jr.
Chairman, IG/CM(P)

CHARTER

SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE

Personnel Security Committee, IG/CM(P)

A Security Awareness and Education Subcommittee [SAES] is established under the Personnel Security Committee [PSC] of the Interagency Group/Countermeasures (Policy) [IG/CM(P)].

GENERAL

The goal of security awareness and education is to strengthen security by increasing the knowledge and motivation of individuals having responsibility for the protection of classified national security information.

DEFINITIONS

1. Awareness:

- ° the understanding that there is an unrelenting hostile threat to information which is sensitive and critical to national security;
- ° the conviction that security measures are necessary and deserving of support and strict compliance; and
- ° the understanding that effective security requires active participation among security officials, all cleared personnel, and their coworkers, supervisors and managers.

2. Education

- ° to properly train those who conduct security education and awareness programs; and
- ° to provide those having access to classified information with necessary knowledge of protective security procedures.

FUNCTIONS:

1. The SAES will establish and maintain lines of communication among all interested security awareness and education components of Executive Branch agencies and departments to:
 - a. provide a medium for exchange of information, materials, ideas, resources and experiences;
 - b. develop and promulgate ideas and concepts to enhance security awareness and education programs; and
 - c. avoid unnecessary duplication of effort in the development of security awareness and education programs and materials.
2. The SAES will conduct, as a service of common concern, seminars or other appropriate means of enhancing the professional development and skills of security educators.
3. The SAES will develop and maintain recommended standards and guidelines to promote the development of mutually effective security awareness and education programs.
4. The SAES will promote and support the development of security awareness and education materials of general benefit to participants.

POLICY:

1. SAES will:
 - a. act under the general guidance of the PSC and will advise and make recommendations to the PSC on security awareness and education matters;
 - b. meet as needed on call of the chairman or the PSC;
 - c. seek, whenever possible, to undertake projects of general benefit or broad or universal application; and
 - d. prepare and submit to the PSC an annual program, to include a budget, to support the development of security awareness and education projects and materials.


COMPOSITION AND ORGANIZATION:

1. The Subcommittee Chairman will be appointed by the Chairman of the PSC.

2. Each agency represented by a principal on the PSC will designate a representative to the SAES ensuring that such representatives have appropriate experience or interest and sufficient time away from other duties to actively participate in SAES activities.

3. Any Executive Branch agency or department which handles classified information may designate a representative to the SAES who will have standing and responsibilities equal to PSC member designees.





APPROVED:



Craig Alderman, Jr.
Chairman, IG/CM(P)

CCISCMS/ICS:RGMyers:dmf:2183 or 334176

Distribution of D/ICS-86-0975 (w/att as shown):

1 - Mr. Alderman, OSD
1 - Mr. Snider, OSD
1 - Mr. Donnelly, ODUSD(P) (via Mr. Snider)
1 - Mr. Anderson, ODUSD(P) (via Mr. Snider)
1 - Mr. Latham, ASD C³I
1 - Mr. Gallo, OACSI, DA
1 - RADM Flynn, Navy
1 - Brig Gen Scheidel, Air Force (via Mr. Cornett)
1 - Mr. Guenther, Marine Corps
1 - CDR Williams, Coast Guard
2 - 
1 - 
1 - Mr. Penrith, FBI
1 - Mr. Corry, State
1 - Mr. Lamb, State (via Mr. Corry)
1 - Mr. Major, NSC
1 - 
1 - 
1 - Ms. Lawton, DoJ
1 - Mr. Jackson, Commerce
1 - Mr. Seaton, Energy (via Mr. Dowd)
1 - Mr. Foss, Treasury
1 - Mr. Garfinkel, ISOO
1 - ICS Registry
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